



## **DRAFT**

**Health Professions Education Foundation  
Board of Trustees  
Finance Committee Meeting  
June 1, 2006  
9:30 a.m. to 11:00 a.m.  
Sacramento, CA**

## **MINUTES**

### **Committee Members:**

*Present:* Larry Baum, Harold Lancer, Linda Lucks

*Absent:* Tadao Fujiwara

*Quorum present:* Yes

*Others present:*

Staff: Diane Tomoda

### **Proceedings:**

- *Meeting called to order* at 9:35 a.m. by Chair, Linda Lucks.
- Ms. Lucks welcomed everyone, and members introduced themselves.
- Ms. Lucks affirmed that the Finance Committee is newly-constituted, and thanked members for their interest to serve.

### *Organization of Committee*

- Ms. Tomoda was assigned as committee recorder to take minutes.
- Members reviewed the Finance Committee Charter. Ms. Lucks affirmed that the purpose of the Committee is to oversee the fiscal management of Foundation funds, and its responsibility is to review and report to the full Board, and make recommendations regarding fiscal matters. The Committee will work alongside Foundation staff, and shall also seek individuals with fiscal management and related expertise to advise the Committee. Ms. Lucks confirmed that the Foundation has contracted with Ms. Vaughn Johnson, CPA, to perform accounting services for FY 2005-06.
- The next Committee meeting will be scheduled for July in Los Angeles, and the Committee Chair will invite the Board Chair and Executive Director. Mr. Baum offered Cedars-Sinai as a possible venue. Ms. Tomoda will follow-up with members regarding available days and times, and with Mr. Baum regarding venue. Ms. Lucks indicated that, should the need arise, the Committee may wish to also meet in August.

*2005 Draft Audit and 2004 Federal and State Income Tax Returns*

- Members reviewed the Draft Audit for the year ended June 30, 2005. Ms. Lucks reported that the audit was issued on February 7, 2006, by Ms. Vaughn Johnson, CPA, with the following recommendations: the development of on-going internal control systems to reconcile the Foundation's locally- and State-managed accounts, and discussion with OSHPD Accounting on collection procedures for outstanding loans. A Motion was made to recommend to the Board their acceptance of the Draft audit as submitted; seconded and passed.
- Ms. Lucks informed members that the federal and state tax returns for July 1, 2004 to June 30, 2005, were filed. A Motion was made to recommend to the Board their acceptance of the federal and state tax returns as filed; seconded and passed.
- Ms. Tomoda confirmed that HPEF has renewed the contract with Ms. Vaughn Johnson, CPA, to perform the 2005-06 audit, and prepare and file the 2005-06 federal and state income tax returns.

*Foundation Business Issues*

- Ms. Lucks provided background information about the Bank of America checking account, and Piper Jaffray and Merrill Lynch investment accounts. Ms. Lucks appointed the following account authorizations/signatories: Bank of America – Ms. Robyn Boyer, Dr. Gary Gitnick, and Ms. Linda Lucks; Piper Jaffray and Merrill Lynch – Ms. Linda Lucks and Dr. Harold Lancer. The appropriate signatures will be obtained by Foundation staff and submitted to the financial institutions.
- Mr. Baum suggested that when gifts are received by donors, the individual responsible for the solicitation be apprised of the terms of the gift. Mr. Baum will work with the Executive Director and/or the Development Committee to develop best reporting mechanisms for gifts.

*Old Business*

- There was no old business.

*New Business*

- Ms. Lucks is seeking referrals of individuals with fiscal management and related expertise who can advise the Committee in the following areas: financial planning, investment planning, insurance, accounting, and legal matters regarding non-profits. Names and résumés of prospective advisors should be forwarded to Ms. Lucks.

Meeting adjourned at 10:10 a.m.

Minutes submitted by Diane Tomoda, Administrative Officer, HPEF